

**DATED MATERIAL – OPEN IMMEDIATELY**  
**Closing Date: November 30, 2001**

**FISCAL YEAR 2002 APPLICATION FOR NEW GRANTS**

**TECHNOLOGICAL INNOVATION  
AND COOPERATION FOR FOREIGN  
INFORMATION ACCESS PROGRAM**

CFDA Number 84.337  
OMB No. 1840-0734  
Expiration Date 01/31/2002



**INTERNATIONAL EDUCATION AND GRADUATE PROGRAMS SERVICE**  
**U.S. Department of Education**  
1990 K Street NW, Sixth Floor  
Washington, D.C. 20006-8521

**TECHNOLOGICAL INNOVATION AND COOPERATION FOR FOREIGN  
INFORMATION ACCESS PROGRAM**

Approved under OMB Control No. 1840-0734

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**PLEASE SUBMIT ONE ORIGINAL AND TWO COPIES OF THE  
APPLICATION TO THE APPLICATION CONTROL CENTER IN  
ACCORDANCE WITH THE APPLICATION TRANSMITTAL INSTRUCTIONS  
ON PAGE E1**

**ONE COPY OF ALL FEDERAL FORMS MUST CARRY AN ORIGINAL  
SIGNATURE**

Dear Applicant:

Thank you for your interest in the **Technological Innovation and Cooperation for Foreign Information Access (TICFIA)** program. Included in this application booklet are the program introduction, instructions and forms needed to submit a complete application package to the U.S. Department of Education.

The TICFIA program provides grants to eligible applicants for up to 36 months to support projects that will develop innovative techniques or programs using new electronic technologies to collect, organize, preserve, and widely disseminate information on world regions and countries other than the United States that address our Nation's teaching and research needs in international education and foreign languages.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Best regards,

**Maureen McLaughlin**  
**Deputy Assistant Secretary**

Office of Postsecondary Education  
for Policy, Planning and Innovation

**GRANT APPLICATION -- U.S. DEPARTMENT OF EDUCATION**  
**APPLICATION FOR NEW AWARDS FOR FISCAL YEAR 2002 UNDER THE**  
**TECHNOLOGICAL INNOVATION AND COOPERATION FOR FOREIGN INFORMATION**  
**ACCESS PROGRAM (#84.337)**

**Note to Applicants:** This is a complete application package. Together with the statute authorizing the program and applicable regulations governing the program, including the Education Department General Administrative Regulations (EDGAR), this package contains all of the information, and instructions needed to apply for a grant under this competition. The applications forms and other federal forms required for all Education Department applications are printed on other parts of the ED Website.

**ELIGIBILITY:** To be eligible for assistance under this program, an applicant must be an institution of higher education, a public or nonprofit private library or a combination of these institutions or libraries.

**AUTHORITY:** The Secretary is authorized to make grants to eligible institutions of higher education, public or nonprofit private libraries or combinations of these institutions or libraries, to develop innovative techniques or programs using new electronic technologies to collect, organize and preserve, and widely disseminate information on world regions and countries other than the United States that address our Nation's teaching and research needs in international education and foreign languages.

**AUTHORIZED ACTIVITIES:** Grants under this section may be used—

- (1) to facilitate access to or preserve foreign information resources  
in print or electronic forms;

- (2) to develop new means of immediate, full-text document delivery for information and scholarship from abroad;
- (3) to develop new means of shared electronic access to international data;
- (4) to support collaborative projects of indexing, cataloging, and other means of bibliographic access for scholars to important research materials published or distributed outside the United States;
- (5) to develop methods for the wide dissemination of resources written in non-Roman language alphabets;
- (6) to assist teachers of less commonly taught languages in acquiring, via electronic and other means, materials suitable for classroom use;
- (7) to promote collaborative technology-based projects in foreign languages, area studies, and international studies among grant recipients under this title; and
- (8) to support other eligible activities consistent with the purposes and intent of the legislation.

**MATCH REQUIRED:** The Federal share of the total cost of carrying out a program supported by a grant under this section shall not be more than 66 2/3 percent. The non-Federal share of such cost may be provided either in-kind or in cash, and may include contributions from private sector corporations or foundations.

**APPLICATION INFORMATION:**

**POSTMARK DEADLINE FOR TRANSMITTAL OF APPLICATIONS:** November 30, 2001. To

access the Closing Date Notice, please click on deadlines on the TICFIA Website.

**DEADLINE FOR INTERGOVERNMENTAL REVIEW:** January 29, 2002.

**ESTIMATED RANGE OF AWARDS:** \$105,000 - \$230,000 per year

**ESTIMATED AVERAGE SIZE OF AWARDS:** \$216,000

**ESTIMATED NUMBER OF AWARDS:** 6

**NOTE:** The Department is not bound by any estimates in this notice.

**PROJECT PERIOD:** 36 Months [Oct. 1, 2002 to September 30, 2005]

**APPLICABLE STATUTE AND REGULATIONS:** (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 82, 85 and 86 and (b) The Technological Innovation and Cooperation for Foreign Information Access Program statute, Title VI, Part A, Section 606, of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998 (20 U.S.C. 1121 et seq.)

## **APPLICATION INSTRUCTIONS AND FORMS:**

**Note:** The forms may be printed from the Website.

The application package should be divided into three parts. The parts are as follows:

Part I: Application for Federal Assistance (Standard Form 424).

Note: Item # 4. Enter 84.337. Title: TICFIA Program. Item # 11 Start: 10/01/ 02 End: 9/30/05. Item #14 Enter funds for first year.

Part II: Budget Information -- Non-Construction Programs (ED Form 524).

The applicant completes ED form 524, printed in the application package, showing costs for each year for which funding is requested. The applicant completes section C of form 524 by attaching additional pages to provide a detailed breakout of all proposed costs (Federal and matching) for each 12 month period for which funding is requested. Under 34 CFR 75.562, the Secretary accepts an indirect cost rate of no more than 8 percent of the total direct cost of the project for the Federal share and for the matching share.

Part III: Application Narrative. Please see instructions on page D1.

Assurances -- Non-Construction Programs (Standard Form 424B).

Certification Regarding Lobbying; Debarment, Suspension and Other

Responsibility Matters; and Drug-Free Workplace Requirements; Disclosure of Lobbying Activities.

An applicant may submit copies of the application and budget forms, the assurances, and the certification. However, the application form, the assurances, and the certification must each have an original signature. Please submit one original and two copies of the application in accordance with the instructions on page E1. No grant may be awarded unless a complete application form has been received, including the appropriate federal forms.

Approved under OMB Control No: 1840-0734.

**FURTHER INFORMATION:** For specific information concerning the program, contact Susanna C. Easton. Mailing Address: International Education and Graduate Program Service, Office of Postsecondary Education, Department of Education, 1990 K Street, NW, Washington, D.C. 20006-8521. Telephone: (202) 502-7628. Email: [susanna.easton@ed.gov](mailto:susanna.easton@ed.gov) Information about the Department's funding opportunities, including copies of application notices for discretionary grant programs can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; on the Internet Gopher Service (at <gopher://gcs.ed.gov>); or on the World Wide Web (at <http://gcs.ed.gov>). However, the official application notice for a discretionary grant competition is the notice published in the Federal Register.

## **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0734. The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Susanna C. Easton, International Education and Graduate Program Service, OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., Portals Building, suite 600, Washington D.C. 20202-5332.

Information collection approved under OMB control number 1840-0734. Expiration date: 01/31/2002.



## **SELECTION CRITERIA**

The Secretary uses the following selection criteria to evaluate applications for new grants under the Technological Innovation and Cooperation for Foreign Information Access Program. **The maximum score for all these criteria is 100 points.** The maximum score for each criterion is indicated with the criterion.

**NOTE: The legislation is printed in section F of this package. Page F1, section 001 of the legislation, contains general information pertaining to all of the Title VI programs. In addressing all of the selection criteria printed below, refer only to section 606 of the legislation on page F2, which is the statute for the Technology Program.**

### **SELECTION CRITERIA BASED ON STATUTORY PROVISIONS**

#### **(a) Meeting the purpose of the authorizing statute. (20 points)**

(1) The Secretary reviews each application to determine how well the project will meet the purposes of section 606 of Title VI, part A, of the Higher Education Act of 1965, as amended by The Education Amendments of 1998, Pub. L.105-244.

(b) The Secretary evaluates an application by determining how well the project proposed by the applicant meets the statutory provisions under paragraph (a) (1) of this section. The Secretary considers the following factors:

- (i) the objectives of the project.
- (ii) the extent to which these objectives further the statutory provisions.

### **GENERAL SELECTION CRITERIA**

**(a) Need for project. (10 points)** (1) The Secretary considers the need for the proposed project.

(2) In determining the need for the proposed project, the Secretary considers the following factors

(i) The magnitude of the need for the services to be provided and the activities to be carried out by the proposed project.

(b) **Significance.** (12 points) (1) The Secretary considers the significance of the proposed project.

(2) In determining the significance of the proposed project, the Secretary considers the following factors:

(i) The national significance of the proposed project.

(ii) The potential contribution of the proposed project to the development and advancement of theory, knowledge and practices in the field of study.

(iii) The likely utility and high quality of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used effectively in a variety of other settings.

(iv) The extent to which the results of the proposed project are to be disseminated in ways that will enable others to use the information, products or strategies.

(v) The extent to which the size of the potential target audience gives the project national significance.

(c) **Quality of the project design.** (12 points) (1) The Secretary considers the quality of the design of the proposed project.

(2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.

(ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population and other identified needs.

(iii) The extent to which the proposed activities constitute a coherent, sustained program of research and development in the field.

(iv) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

**(d) Quality of project personnel. (8 points)** (1) The Secretary considers the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:

(i) The qualifications, including relevant training and experience, of the project director or principal investigator.

(ii) The qualifications, including relevant training and experience, of key project personnel.

(iii) The qualifications, including relevant training and experience, of project consultants or subcontractors, if such consultants or subcontractors are employed.

(e) **Quality of project services. (6 points)** (1) The Secretary considers the quality of the services to be provided by the proposed project.

(2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:.

(i) The extent to which the proposed project for technical innovation and cooperation reflects up-to-date knowledge from research and effective practices.

(ii) The extent to which the proposed project for technical innovation and cooperation utilizes the most effective and advanced technological methods and techniques

(f) **Adequacy of resources. (12 points)** (1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project the Secretary considers the following factors:

(i) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(ii) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

(iii) The adequacy of support, including, but not limited to, matching funds, facilities, equipment, supplies, and other resources from the applicant organization or the lead applicant organization.

(iv) The potential for continued support of the project after Federal funding ends including as appropriate, the demonstrated commitment of appropriate entities to such support.

**(g) Quality of the management plan. (10 points)**

(1) The Secretary considers the quality of the management plan for the proposed project.

(2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(ii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(iii) The adequacy of mechanisms for ensuring high quality products and services from the proposed project.

- (h) Quality of the project evaluation. (10 points)** (1) The Secretary considers the quality of evaluation to be conducted of the proposed project.
- (2) In determining the quality of the evaluation, the Secretary considers the following factor:
- (i) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

The next pages are a continuation of Section C, and the Technical Review Form that will be used to evaluate the applications.

**TECHNICAL REVIEW**  
**TECHNOLOGICAL INNOVATION AND COOPERATION FOR FOREIGN**  
**INFORMATION ACCESS PROGRAM**  
(TICFA Program)

<i>NAME OF APPLICANT:</i>	<i>APPLICATION NUMBER</i> <b>P 337A</b>
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**Part I – CRITERIA PROFILE**

CRITERIA	MAXIMUM POINTS	POINTS ASSIGNED
1. Meeting the Purpose of the Authorizing Statute	20	
2. Extent of Need for the Project	10	
3. Significance	12	
4. Quality of Project Design	12	
5. Quality of Project Personnel	8	
6. Quality of Project Services	6	
7. Adequacy of Resources	12	
8. Quality of Management Plan	10	
9. Quality of Project Evaluation	10	
<b>TOTAL POINTS</b>	<b>100</b>	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div>

**Part II - SUMMARY**

**COMMENTS:** (please make at least six key statements concerning the program; use this page and page 2)

**SIGNATURE OF REVIEWER**

*I have reviewed this application in accordance with the criteria published in the FEDERAL REGISTER.*

\_\_\_\_\_  
(Use black ink please)

\_\_\_\_\_  
(Date signed)

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**CONTINUATION of Part II - SUMMARY**

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**TICFA Technical Review****PR Number P337A** \_\_\_\_\_**1. MEETING THE PURPOSE OF THE AUTHORIZING STATUTE**

(Maximum 20 points)

How well does this project meet the purposes of section 606 of the statute that authorizes this program? Please consider the following factors:

- (i) What are the objectives of the project?
- (ii) How do these objectives further the purposes of section 606?

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-6 Points</b>	<b>ADEQUATE</b> <b>7-13 Points</b>	<b>GOOD TO EXCELLENT</b> <b>14-20 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of MEETING THE PURPOSE OF THE AUTHORIZING STATUTE**

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**TICFA Technical Review****PR Number P337A** \_\_\_\_\_**2. EXTENT OF NEED FOR THE PROJECT**

(Maximum 10 points)

To what extent does this project meet the specific needs recognized in section 606 of the statute?

Please consider the following factors:

- (i) To what extent has the applicant demonstrated the need for the services and activities to be carried out by the proposed project?

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-3 Points</b>	<b>ADEQUATE</b> <b>4-6 Points</b>	<b>GOOD TO EXCELLENT</b> <b>7-10 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of EXTENT OF NEED FOR THE PROJECT**

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**TICFA Technical Review****PR Number P337A** \_\_\_\_\_**3. SIGNIFICANCE**

(Maximum 12 points)

How significant is the project? Please consider the following factors:

- (i) What is the national significance of the proposed project?
- (ii) What is the potential contribution of the proposed project to the development and advancement of theory, knowledge and practices in the field of study?
- (iii) Will the products which result from the proposed project be of high quality? Can the products be used in a variety of settings? (Products could include information, materials, processes, techniques, or training programs.)
- (iv) To what extent will the results of the proposed project be disseminated in ways that will enable others to use the information and strategies?

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-4 Points</b>	<b>ADEQUATE</b> <b>5-8 Points</b>	<b>GOOD TO EXCELLENT</b> <b>9-12 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of SIGNIFICANCE**

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**4. QUALITY OF PROJECT DESIGN**

(Maximum 12 points)

Is this a project of high quality? Please consider the following factors:

- (i) To what extent does the proposed project represent an exceptional approach for meeting statutory purposes and requirements?
- (ii) To what extent is the design of the proposed project appropriate to, and does it successfully address, the needs of the target population and other identified needs?
- (iii) To what extent do the proposed activities include a coherent, sustained program of research and development in the field?
- (iv) To what extent is the proposed project designed to build capacity and yield results that will extend beyond the period of Federal financial assistance?

NOT ADDRESSED 0 Points	INADEQUATE 1-4 Points	ADEQUATE 5-8 Points	GOOD TO EXCELLENT 9-12 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of QUALITY OF PROJECT DESIGN**

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**5. QUALITY OF PROJECT PERSONNEL**

(Maximum 8 points)

How good is the quality of the project personnel? Please consider the following factors:

- (i) To what extent does the applicant encourage applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability?
- (ii) How relevant and appropriate are the qualifications, including relevant training and experience, of the project director or principal investigator?
- (iii) How relevant and appropriate are the qualifications, including relevant training and experience, of key project personnel?
- (iv) How relevant and appropriate are the qualifications, including relevant training and experience, of project consultants or subcontractors, if such consultants or subcontractors are employed?

NOT ADDRESSED 0 Points	INADEQUATE 1-2 Points	ADEQUATE 3-5 Points	GOOD TO EXCELLENT 6-8 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

**6. QUALITY OF PROJECT SERVICES**

(Maximum 6 points)

- (i) How appropriate are the quality and sufficiency of the project's strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability?
- (ii) To what extent do the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practices?
- (iii) To what extent will the services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, and the leveraging of project resources?

NOT ADDRESSED 0 Points	INADEQUATE 1-2 Points	ADEQUATE 3-4 Point	GOOD TO EXCELLENT 5-6 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of QUALITY OF PROJECT SERVICES**

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**7. ADEQUACY OF RESOURCES**

(Maximum 12 points)

To what extent are the resources that the applicant plans to devote to the project adequate?

Please consider the following factors:

- (i) Are the costs reasonable in relation to the objectives, design and potential significance of the proposed project?
- (ii) Are the costs reasonable in relation to the number of persons to be served and to the anticipated results and benefits?
- (iii) How adequate is the support from the applicant or applicants? Such support includes, but is not limited to, facilities, equipment, supplies, and other resources.
- (iv) What is the potential for continued support of the project after the Federal funding ends including, as appropriate, the demonstrated commitment of appropriate entities to such support?

NOT ADDRESSED 0 Points	INADEQUATE 1-4 Points	ADEQUATE 5-8 Points	GOOD TO EXCELLENT 9-12 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**Continuation of ADEQUACY OF RESOURCES**

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**8. QUALITY OF THE MANAGEMENT PLAN**

(Maximum 10 points)

How good is the quality of the management plan for the three-year project period? Please consider the following factors:

- (i) Does the management plan demonstrate that the objectives will be met on time and within budget; does it include clearly defined responsibilities, timelines, and milestones for accomplishing project tasks?
- (ii) Are the time commitments of the project director and principal investigator and other key project personnel appropriate and adequate to meet the objectives?
- (iii) How adequate are the mechanisms for ensuring high quality products and services for the proposed project?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

**TICFA Technical Review****PR Number P337A** \_\_\_\_\_**9. QUALITY OF PROJECT EVALUATION**

(Maximum 10 points)

How effective is the evaluation plan of the project? Please consider the extent to which the applicant's methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

<b>NOT ADDRESSED</b> <b>0 Points</b>	<b>INADEQUATE</b> <b>1-3 Point</b>	<b>ADEQUATE</b> <b>4-6 Points</b>	<b>GOOD TO EXCELLENT</b> <b>7-10 Points</b>	<b>POINTS</b> <b>AWARDED</b> _____
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

## **INSTRUCTIONS FOR THE PREPARATION OF THE APPLICATION NARRATIVE FOR NEW APPLICANTS**

Provide a three-page single spaced abstract of the proposed project.

Describe the proposed Technological Innovation and Cooperation for Foreign Information Access Program in light of each of the selection criteria (Section C) in the order in which these criteria are listed in the application package. Provide as attachments to the narrative resumes for all relevant faculty, staff personnel and consultants who will work on this project. Include as attachments other pertinent information that might assist the reviewers to evaluate the application, including, as needed, the technological specifications of the project.

Note: As you address the selection criteria that will be used to evaluate the applications be sure to review section F of the application where the authorizing legislation is reprinted. Section 001 of the law provides the general findings and purposes which pertain to all the International and Foreign Language Studies programs of Title VI of the Higher Education Act. Section 606 provides the specific legislative authority for the Technological Innovation and Cooperation for Foreign Information Access program.

Please limit the application narrative to 40 double-spaced, typed pages (on one side only) using 12 point font. This page limitation pertains only to the narrative portion of your application. The page limitation does not apply to the abstract, the budget pages, faculty resumes or any other supporting materials that you may choose to include with your application.

### **CONTINUATION AWARDS**

To receive a continuation award, the applicant shall submit a performance report each spring providing information on project outcomes and expenditures. Performance report forms and instructions will be mailed to grantees approximately 3 months prior to the due date for the report.

### **AMENDMENTS OR EXTENSIONS**

To request approval for changes or amendments during the current twelve-months grant period, or an extension at the end of a three year grant period, provide a letter explaining the reason for the change(s). Explain the circumstances in accordance with the requirements stipulated in EDGAR -- Subpart L.



**Notice to Applicants:****The Government Performance and Results Act (GPRA)****What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**How has the Department of Education Responded to the GPRA Requirements?**

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning.

**What are the Performance Indicators for the International Education Programs?**

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development of a national capacity in foreign language, area, and international studies." The objective and performance indicators are as follows:

**Maintain a U.S. higher education system able to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of the U.S. government, academic and business institutions.**

- (1.1) Title VI supported institutions provide most of the instruction in less commonly taught languages.
- (1.2) Percentage of graduates of Title VI supported programs report that they found employment that utilize their language and area skills.

## **INSTRUCTION FOR TRANSMITTING APPLICATION**

An original and two copies of an application for an award must be mailed or hand-delivered by the closing date. This is a postmark closing date. Although only an original and two copies of each application are required, a third copy would facilitate peer review and be greatly appreciated by the program office.

### **Applications Delivered by Mail**

Applications sent by mail must be addressed to:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA Number 84.337A  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4725**

Applications must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applicants are encouraged to use registered or at least first class mail.

**Late applicants will be notified that their applications will not be considered for funding.**

### **Applications delivered by Hand/Courier Service**

An application that is hand-delivered must be taken to:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.220  
Room 3633  
General Services Administration National Capital Region  
7th & D Streets, S.W.  
Washington, D.C. 20202-4725**

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building. In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

LEGISLATION  
TITLE VI—INTERNATIONAL EDUCATION PROGRAMS

SEC. 001 INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.

Part A of title VI (20 U.S.C. 1121 et seq.) is amended to read as follows:

“PART A—INTERNATIONAL AND FOREIGN LANGUAGE STUDIES

“SEC. 001. FINDINGS AND PURPOSES.

“(a) Findings.—Congress finds as follows:

“(1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.

“(2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.

“(3) Dramatic post-Cold War changes in the world’s geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.

“(4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for—

“(A) producing graduates with international and foreign language expertise and knowledge; and

“(B) research regarding such expertise and knowledge.

“(5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

“(b) PURPOSES.—The purpose of this part are—

“(1)(A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;

“(B) to develop a pool of international experts to meet national needs;

- “(C) to develop and validate specialized materials and techniques for foreign languages acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;
- “(D) to promote access to research and training overseas; and
- “(E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;
- “(2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and
- “(3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

“SEC. 606. TECHNOLOGICAL INNOVATION AND COOPERATION  
FOR FOREIGN INFORMATION ACCESS.

“(A) AUTHORITY.—The Secretary is authorized to make grants to institutions of higher education, public or nonprofit private libraries, or consortia of such institutions or libraries, to develop innovative techniques or programs using new electronic technologies to collect, organize, and preserve, and widely disseminate information on world regions and countries other than the United States that address our Nation’s teaching and research needs in international education and foreign languages.

“(b) AUTHORIZED ACTIVITIES.—Grants under this section may be used—

- “(1) to facilitate access to or preserve foreign information resources in print or electronic forms;

- “(2) to develop new means of immediate, full-text document delivery for information and scholarship from abroad;

- “(3) to develop new means of shared electronic access to international data;

- “(4) to support collaborative projects of indexing, cataloging, and other means of bibliographic access for scholars to important research materials published or distributed outside the United States;

- “(5) to develop methods for the wide dissemination of resources written in non-Roman language alphabets;

- “(6) to assist teachers of less commonly taught languages in acquiring, via electronic and other means, materials suitable for classroom use; and

- “(7) to promote collaborative technology based projects in foreign languages, area studies, and international studies among grant recipients under this title.

NOTE: Activities 1-7 are introduced by the word “may” . This means that other activities may also be permitted as long as they are consistent with the authorizing language of Section “(A) Authority” of the legislation.

“(c) APPLICATION.—Each institution or consortium desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may reasonably require.

“(d) MATCH REQUIRED.—The federal share of the total cost of carrying out a program supported by a grant under this section shall not be more than 66 2/3 percent. The non Federal share of such cost may be provided either in-kind or in cash, and may include contributions from private sector corporations or foundations.”

## **Section G Appendix**

### **Intergovernmental Review of Federal Programs**

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the

actual application notice to the following address: The Secretary, EO 12372--

CFDA# [commenter must insert number--including suffix

letter, if any], U.S. Department of Education, room 7W311, 400 Maryland

Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.



This publication by the U.S. Department of Education (ED or the Department) is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. However, the only official version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may save a text version of this document at the aforementioned site. Please note it will be necessary to put a row of space between each state listing.

### **STATE SINGLE POINTS OF CONTACT (SPOCs)**

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is a copy of the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided from the official version of this document from the OMB web page at the following address: <http://www.whitehouse.gov/omb/grants/spoc.html>. States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.

<p style="text-align: center;"><b>ARKANSAS</b></p> <p>Tracy L. Copeland  Manager, State Clearinghouse  Office of Intergovernmental Services  Department of Finance and Administration  1515 W. 7<sup>th</sup> Street, Room 412  Little Rock, Arkansas 72203  Telephone: (501) 682-1074  FAX: (501) 682-5206  <a href="mailto:TlCopeland@dfa.state.ar.us">TlCopeland@dfa.state.ar.us</a></p>	<p style="text-align: center;"><b>CALIFORNIA</b></p> <p>Grants Coordination  State Clearinghouse  Office of Planning and Research  P.O. Box 3044, Room 222  Sacramento, California 95812-3044  Telephone: (916) 445-0613  FAX: (916) 323-3018  <a href="mailto:State.clearinghouse@opr.ca.gov">State.clearinghouse@opr.ca.gov</a></p>
<p style="text-align: center;"><b>DELAWARE</b></p> <p>Charles H. Hopkins  Executive Department  Office of the Budget  540 S. Dupont Highway, 3<sup>rd</sup> Floor</p>	<p style="text-align: center;"><b>DISTRICT OF COLUMBIA</b></p> <p>Ron Seldon  Office of Grants Management and  Development  717 14<sup>th</sup> Street, NW, Suite 1200</p>

Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 <a href="mailto:Chopkins@state.de.us">Chopkins@state.de.us</a>	Washington, DC 20005 Telephone: (202) 727-1705 FAX: (202) 727-1617 <a href="mailto:ogmd-ogmd@dcgov.org">ogmd-ogmd@dcgov.org</a>
<b>FLORIDA</b>  Cherie L. Trainor Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 Telephone: (850) 414-5495 (direct) <a href="mailto:Cherie.trainor@dca.state.fl.us">Cherie.trainor@dca.state.fl.us</a>	<b>GEORGIA</b>  Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 <a href="mailto:gach@mail.opb.state.ga.us">gach@mail.opb.state.ga.us</a>
<b>ILLINOIS</b>  Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 <a href="mailto:vbova@commerce.state.il.us">vbova@commerce.state.il.us</a>	<b>IOWA</b>  Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 <a href="mailto:Steve.mccann@ided.state.ia.us">Steve.mccann@ided.state.ia.us</a>
<b>KENTUCKY</b>  Ron Cook Department for Local Government Kentucky State Clearinghouse 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-0175 <a href="mailto:Ron.cook@mail.state.ky.us">Ron.cook@mail.state.ky.us</a>	<b>MAINE</b>  Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 <a href="mailto:Joyce.benson@state.me.us">Joyce.benson@state.me.us</a>

<p style="text-align: center;"><b>MARYLAND</b></p> <p>Linda Janey  Manager, Clearinghouse and Plan Review Unit  Maryland Office of Planning  301 West Preston Street – Room 1104  Baltimore, Maryland 21201-2305  Telephone: (410) 767-4490  FAX: (410) 767-4480  <a href="mailto:linda@mail.op.state.md.us">linda@mail.op.state.md.us</a></p>	<p style="text-align: center;"><b>MICHIGAN</b></p> <p>Richard Pfaff  Southeast Michigan Council of Governments  660 Plaza Drive – Suite 1900  Detroit, Michigan 48226  Telephone: (313) 961-4266  FAX: (313) 961-4869  <a href="mailto:pfaff@semcog.org">pfaff@semcog.org</a></p>
<p style="text-align: center;"><b>MISSISSIPPI</b></p> <p>Cathy Mallette  Clearinghouse Officer  Department of Finance and Administration  550 High Street  303 Walters Sillers Building  Jackson, Mississippi 39201-3087  Telephone: (601) 359-6762  FAX: (601) 359-6758</p>	<p style="text-align: center;"><b>MISSOURI</b></p> <p>Lois Pohl  Federal Assistance Clearinghouse  Office of Administration  P.O. Box 809  Jefferson Building, Room 915  Jefferson City, Missouri 65102  Telephone: (573) 751-4834  FAX: (573) 522-4395  <a href="mailto:pohl@l_o@mail.oa.state.mo.us">pohl @mail.oa.state.mo.us</a></p>

<p style="text-align: center;"><b>NEVADA</b></p> <p>Heather Elliot  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  <a href="mailto:Helliot@govmail.state.nv.us">Helliot@govmail.state.nv.us</a></p>	<p style="text-align: center;"><b>NEW HAMPSHIRE</b></p> <p>Jeffrey H. Taylor  Director, New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  <a href="mailto:Jtaylor@osp.state.nh.us">Jtaylor@osp.state.nh.us</a></p>
<p style="text-align: center;"><b>NEW MEXICO</b></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  <a href="mailto:khughes@dfa.state.nm.us">khughes@dfa.state.nm.us</a></p>	<p style="text-align: center;"><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  <a href="mailto:jeanette.furney@ncmail.net">jeanette.furney@ncmail.net</a></p>
<p style="text-align: center;"><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave., Dept. 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  <a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a></p>	<p style="text-align: center;"><b>RHODE ISLAND</b></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  <a href="mailto:knelson@doa.state.ri.us">knelson@doa.state.ri.us</a></p>

<p style="text-align: center;"><b>SOUTH CAROLINA</b></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  <a href="mailto:aburgess@budget.state.sc.us">aburgess@budget.state.sc.us</a></p>	<p style="text-align: center;"><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  <a href="mailto:dfrancis@governor.state.tx.us">dfrancis@governor.state.tx.us</a></p>
<p style="text-align: center;"><b>UTAH</b></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor's Office of Planning and Budget  State Capitol – Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  <a href="mailto:cwright@gov.state.ut.us">cwright@gov.state.ut.us</a></p>	<p style="text-align: center;"><b>WEST VIRGINIA</b></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  <a href="mailto:fcutlip@wvdo.org">fcutlip@wvdo.org</a></p>
<p style="text-align: center;"><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, WI 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  <a href="mailto:jeffrey.smith@doa.state.wi.us">jeffrey.smith@doa.state.wi.us</a></p>	<p style="text-align: center;"><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  <a href="mailto:pmgaleai@samoatelco.com">pmgaleai@samoatelco.com</a></p>

<p style="text-align: center;"><b>GUAM</b></p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: (011) (671) 472-2285 FAX: (011) (671) 475-2825 <a href="mailto:jer@ns.gov.gu">jer@ns.gov.gu</a></p>	<p style="text-align: center;"><b>PUERTO RICO</b></p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>
<p style="text-align: center;"><b>NORTHERN MARIANA ISLANDS</b></p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2256 FAX: (670) 664-2272 <a href="mailto:omb.jseman@saipan.com">omb.jseman@saipan.com</a></p>	<p style="text-align: center;"><b>VIRGIN ISLANDS</b></p> <p>Ira Mills Director, Office of Management &amp; Budget # 41 Norregade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 <a href="mailto:Irmills@usvi.org">Irmills@usvi.org</a></p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

To print the federal application forms click on the website at  
**<http://www.ed.gov/offices/OPE/HEP/iegps/ticfia-app.html>**

# **IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

## **GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected  
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

## **CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:



Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

**ED FORM 5348, 8 '92**

**REPLACES ED FORM 5348, 6 '86, WHICH IS OBSOLETE**